

**"DRAFT"****Review and Permitting Process for the Installation of Portable Classrooms at Montgomery County Public Schools (MCPS)**

In an effort to streamline the review and permitting process for the placement of portable classrooms the City has created the following guidelines.

The installation of portable classrooms is processed as a minor amendment to a site plan. This is an administrative process with the Chief of Planning as the approving authority. As an administrative review, the process is designed to be expeditious and as straightforward as possible. The purpose of this document is to identify the required review steps, and schedule for portable classrooms.

The process involves two steps (1) a minor site plan amendment and (2) permits / inspections. MCPS may choose to process both of these steps concurrently or consecutively.

**Review Process**

1. No later than the end of February, site plan applications for all proposed portable classrooms at Montgomery County Public Schools (MCPS) will be provided to the City.
  - The focus of the City's review is outlined in the "Areas of Review" below.
  - The contents of the site plan submittal can focus upon the immediate vicinity of the proposed portable classrooms, provided that adequate detail\* is provided to allow for review of the subject areas below.
2. All review comments will be provided to MCPS no later than the second week of April.
3. Within two weeks of receipt of the City's comments MCPS will incorporate the review comments into a final site plan and resubmit to the City.
4. Provided that all review comments have been adequately addressed by MCPS the City will approve the site plan amendment no later than the second week of May.

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5. All documents necessary for permit issuance will be submitted to the respective City Department(s) by the end of May.
6. Provided that all review comments are adequately addressed by MCPS permits will be issued by Mid-June, with Occupancy permits following successful completion of all required inspections.

### **Areas of Review**

#### **Stormwater Management**

In accordance with State law, stormwater management is administered by Rockville. The City's Stormwater Management Ordinance requires MCPS to provide stormwater management for portable classrooms. Since portable classrooms usually result in a minimal amount of new impervious area and are temporary, a monetary contribution will generally be accepted for stormwater management requirements.

In accordance with the 2010 Stormwater Management Regulations, if Environmental Site Design (ESD) options are incorporated with the site plan, the monetary contribution for stormwater management will be reduced. DPW will also review for safe conveyance of runoff with the site plan submittal. This streamlined process will not require MCPS to submit separate stormwater concept plans

#### **Sediment Control**

In accordance with State law, sediment control is administered by Rockville. Typically, portable classrooms do not require MCPS to acquire a sediment control permit. However, in accordance with the City's Sediment Control Ordinance, if site disturbance is greater than 5,000 square feet or 100 cubic yards of excavation, a sediment control permit is required.

**"DRAFT"****Water and Sewer Improvements**

Water and sewer review is ordinarily not required for portable classrooms. A public works permit issued by DPW will be required if upgrades are necessary to the public water and sewer systems. On-site water and sewer upgrades require a permit from the Inspection Services Division of Community Planning and Development Services.

**Traffic and Transportation**

The City's Comprehensive Transportation Review Methodology (CTR) requires a Transportation Report for any new development, including portable classrooms. The trip generation for portable classrooms is based on the proposed square footage and the latest Institute of Transportation Engineering Trip Generation (ITE) manual. A full Transportation Report is only required when 30 or more AM or PM peak hour trips are generated by the proposed development. The typical elementary school portable classroom size in 2010 was 800 square feet. Based on this square footage and the ITE Manual, up to 6 portable classrooms may be installed on an elementary school site without requiring the submission of a full Transportation Report. Until the total number of portable classrooms exceeds this threshold, MCPS may submit a brief Transportation Report, which is consistent with the City's review of past portable classroom installations. Alternatively MCPS may provide the information on the site plan outlining how any changes in vehicular and pedestrian access and circulation are being addressed. Information on trip generation rates for middle schools and high schools can be found in the ITE manual.

**Right-of-Way Improvements**

Portable classrooms typically do not require public improvements such as driveways or sidewalks. A public works permit would be necessary if vehicular or pedestrian improvements are needed in the right-of-way, including a new access road that connects to City streets.

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### Forest and Tree Preservation

Submission of a combined Natural Resource Inventory / Forest Conservation Plan will be required for portable classrooms if:

- A sediment control permit is required
- Significant trees are removed
- Trees previously required by an approved Forest Conservation Plan are removed.

The combined plan will need to provide for forest conservation, minimum tree cover and significant tree replacement if applicable.

### Zoning Ordinance

Community Planning and Development Service Department will review portable classrooms for compliance with applicable regulations of the zoning district (setbacks, building height, parking, etc...). Given the scope of these facilities it is unlikely that any significant issues would arise relative to zoning requirements.

### Construction Permits and Inspections

The plan review conducted by the City will be limited to the State of Maryland Fire Prevention Code (SMFPC) and the Maryland Building Performance Standards (MBPS). As required by State law, both of these codes are to be administered by the local jurisdiction.

For portable classrooms inspected and approved under the State Model Performance Code for industrialized buildings, the plan review will not encompass those systems and features approved as part of the State review. Site modifications and related construction, portable classroom foundations and anchoring systems, and any modifications made to the portable classroom units will need to be reviewed for compliance with the State mandated codes. Inspection of the portable classrooms themselves for compliance with the State mandated codes will be limited to the foundations and anchoring systems, any assembly of building components made on-site, the proper connection of all electrical, plumbing, and mechanical systems,

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and the function of basic life safety features to determine if damage has occurred during shipping or installation.

**\*Site Plan Contents**

- a. Accurate, scaled plan with project name, address, north arrow, adjacent roads and property lines to determine setback requirements.
- b. Existing features within the immediate area of the portable classroom including structures, parking, sidewalks, other paved surfaces and significant trees.
- c. Identify the access route from the public right-of-way to the portable classroom for fire code requirements and initial building installation, and show existing features within the access route.
- d. Proposed location, number and size of portable classrooms including any new walkways and paved areas for fire access.
- e. Topography in the immediate area of the portable classroom including existing storm drain systems and stormwater flowpath from the portable classroom.
- f. Building code, fire department access and means of egress summary.

**Additional items**

- a. Proposed public or private water and sewer upgrades based on the portable classroom location, fire code requirements or MCPS needs.
- b. Other public improvements required such as driveways or sidewalks as a result of the portable classroom location.
- c. Parking tabulation to verify school parking requirements if portable classroom is located in an existing parking area or if more than six (6) classrooms are planned.